



American Consulate General, Chennai

November 18, 2003

American Consulate General, Chennai, is seeking an individual for the position of Administrative Assistant in Community Liaison Office (CLO).

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted.
(Refer to application procedure below)

ANNOUNCEMENT NUMBER: CHE-PSAP-04-009

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant (MLA500002)

OPENING DATE: November 18, 2003

CLOSING DATE: December 3, 2003

WORK HOURS: Full-Time; 40 hours/week

SALARY: EFM/MOH/NOR: Grade: FP-07*

Ordinarily Resident: Grade: FSN-07*

*Starting salary and grade will be determined on the basis of qualifications, experience and/or highest previous salary.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Support the CLO Coordinator. Provide arrival, orientation and departure information to all officers and families at post; create and manage social and events programs; maintain, update and improve relevant documents and resources; and perform general office duties as required. Improve the efficiency of the CLO and provide a full time service of the best quality to the community.

Providing (in printed form or in person) post specific and current information to integrate newcomers into the community and help them familiarize themselves with their new surroundings and host culture quickly. Providing any type of information regarding what is available in town, things to see and do, and anything that could help and benefit people in their day-to-day lives. Organizing shopping trips and excursions to get around Chennai, so that newcomers can rapidly find their way around and what they need.

Responsible for developing and organizing various orientation tours for newcomers and visitors in Chennai and beyond. Responsible for collecting and storing data (brochures, business contacts, information) about places to see, visit, explore and check. Maintain contacts and establish new ones to benefit the CLO and its clientele; negotiate deals with vendors, hotels, restaurants, etc; ask for quotations for projects; submit ideas.

Coordinating and arranging various social, cultural and recreational programs designed for all members of the mission. Research to find and check new hotels, restaurants, shops, galleries, vendors, travel agents, service providers, etc. Representing the interests of the mission's community, and understanding its needs and concerns. Contributing to the preparation of the weekly newsletter, with drafts and ideas.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of college degree (B.A.) is required.
- One to one and a half years of experience in events planning or 3 to 4 years in a service-oriented position such as tourism, sales, public relations, office management, human resources and development is required.
- Fluency (level IV) in reading and writing English and Tamil is required. Must be able to switch effortlessly between English and Tamil to provide translation service to the CLO Coordinator and CLO clientele.
- Must have an in depth knowledge of Chennai in particular and India in general on culture, arts, attractions, food, tourism, history, travel destinations, economy, etc.
- Must be proficient with computer applications especially, MS Word, Excel and email.
- Must be able to deal effectively and sensitively with cross-cultural issues.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, **Form HR-01, available on website**
<http://chennai.usconsulate.gov/wwwhhumres.html>
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Management Office
Attention: Charles C. Schenck
220 Mount Road
Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2811-2000
FAX: 2811-2022

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel

orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business December 3, 2003.

An Equal Opportunity Employer